

Departmental Reports February 2019

Exhibits

Art Gallery: Artwork by Cheryl Calderon

Main Floor Display Cases

1 case: 18th Annual Dr. Seuss Celebration

1 case: February is Black History Month

Book Displays

Readers Services Displays

Fiction

Love is in the Air

Breaking up is Hard to do

DVDs

Romantic Comedies

And the Winner is...Oscar Films

Brand New Documentaries

Red Carpet- Oscars 2019!

Mini Display

African American History Month

Teen

Love is Love Romances

Fairy Tales

CDs

The Music Room

Audio Fiction

Love is in the Air

Reference Services Displays

Discover History through Biography

Food for Thought

Reference Services - Mini Displays

...Actually, It's Not that Cold...

Don't Worry be Happy!

Youth Services Display

1000 Books before Kindergarten

Building Services

February 2019

Submitted by: Sabri Kecici, Building Services Director

- Library walks were kept clean of snow and ice.
- Program set-ups were done in the Community Room.
- Many lights and ballasts inside the Library were replaced.
- The Purell touch-free hand sanitizer in Youth Services area was repaired.
- All air supply vents were cleaned.
- The split A/C coils in the IT office were cleaned.
- The drinking fountain on the second floor was repaired.
- The hand dryer in the main floor washroom was repaired.
- A broken USB outlet in meeting room #2 was replaced.
- Ice Melt was ordered and received.
- Kone Inc. and Thompson Elevator Inspection Services performed the annual code requirement testing on both the elevator and dumbwaiter.
- We continued daily building maintenance and spot cleaning of carpets.

Information Technology

February 2019

Submitted by: Lucia Khipple, Information Technology Director and Mike Mraz

- Updating of the Servers was performed.
- Updating of the website was performed as necessary.
- 23 webpages were rebuilt to reflect the 2019 Spring Newsletter.
- Troubleshooting of the phone system & voicemail system was performed as necessary.
- Staff PCs were updated in Admin, AS, YS, TS, SS, and Circulation.
- We began the upgrade to Windows 10, part of the upgrade was replacing/rebuilding 14 hard drives. 4 PCs were replaced completely due to age.
- Additional memory was installed on staff PCs in Admin, AS, Circ., Maintenance, TS, SS, and YS.
- The Windows 10 Operating System was installed & user profiles configured on 31 staff PCs.
- One-on-one training with several staff was done.
- Installed new firmware for the camera server.
- Upgraded firmware for cameras and cleaned camera domes.
- We are currently replacing worn-out 20-25 year old Ethernet cables in AS and YS.
- Performed troubleshooting of the phone at the Welcome Desk.
- Patron PCs in the Reference area were updated.
- Our database webpage had links corrected. A new database was added and allowed us to discontinue our EZ-proxy server for remote database access.
- Troubleshooting of the sound system in the Community Room was performed.
- A mal-functioning print-head was replaced on the large format printer in the SS office.

- A RISO tech did repair work & general maintenance on the RISO duplicator in SS.
- The replacement color laser MFP at the Reference Desk was configured & installed.
- A severe error occurred on one of the Admin printers. The replacement has been ordered.
- A sound mixer board was purchased for the Community Room allowing still functioning microphones, as ports are having problems.
- Camera set-up was installed in the Community Room for the League of Women Voters Candidate Forum. The new mixer board was used for extra microphones and to monitor sound levels.
- We participated in the Edge 2.0 Assessment allowing us to assess our library's technology programs, services and operations and compare our results with other libraries across North America.
- Printer/toner usage stats were collected for February.
- Online program sign-up for February had 31 patrons - overall total 1,540.
- Stats for February's Wireless Printing usage were collected; patrons & staff were assisted as needed.
- Troubleshooting of the Wi-Fi system as needed. Stats were collected for February.
- Assisted 4 patrons with MyMedia Mall.
- Assisted 194 patrons & 349 staff issues.

Readers Services

February 2019

Submitted by: Mary Constance Back, Readers Services Director

Book Discussions

Books and Bagels

Thursday, February 7, 2019

Manhattan Beach

By Jennifer Egan

Led by Carrie DeMoss

Morning Book Break

Tuesday, February 12, 2019

Varina

by Charles Frazier

Led by Carrie DeMoss

Programs and Activities

- Weeding of the Fiction Collection continued.
- Weeding of the Music CD Collection continued.
- Summer Reading Program planning continued.
- Weeding of the Periodical Collection continued.
- The Cliffs Notes Collection was weeded and updated.

Reference Services

February 2019

Submitted By: Jennifer Collette, Reference Services Director

Reference Staff has been busy with our regular tasks of ordering, shelving, weeding and staffing of the Reference Desk. Also, another income tax season is in full swing!

In addition, Anne Jefferson hosted numerous computer classes, Lauren Van Dyke hosted the Resources and Roots Genealogy Club, Nana Herron hosted the Coloring Club, Job Searching @ Your Library Program, and the Four Seasons Book Club. Lastly, Sue Montgomery hosted Let's Talk Travel.

Special Services

February 2019

Submitted by: Sharon Montague, Special Services Director

The spring newsletter was completed and mailed to area homes and businesses. We began working on spring program publicity. Preparations for the Dr. Seuss Celebration on March 2nd are in progress.

On February 24th, the library co-hosted a Candidates Forum with the League of Women Voters that included mayoral and aldermen of Wards 3, 5 & 7. A large crowd was in attendance.

Program Statistics:	300
Abraham Lincoln – Kevin Wood	28
Letters from the Heart – Dennis Depcik	9
Arts Alive Concert – Valentine Concert – Petra von Nuis	44
Movie: <i>The Old Man & the Gun</i>	
Tuesday	8
Friday	11
Candidate Forum w/League of Women Voters	200

Volunteer Hours: 44.0

Doris Botes	6.0
Katherine Kinney	7.75
Donna Thompson	28.0
Annie LeFevre	2.25

VIKES Volunteer Hours:

Two VIKES student worked 5.75 hours in January.

In-House Printing: 4,625

Riso Duplicator	2,790
HP PaperWide	1,835

Technical Services

February 2019

Submitted by: Steve Rossi, Technical Services Director

In the volume field of the item record, we added the Season to the TV series on DVD. This should make it easier for patrons and staff while browsing the web based catalog.

Statistical review:

WorldCat searches	2,792
WorldCat updates	792
WorldCat exports	799
WorldCat deletions	1,063
Collection/Added	1,091
Collection/Deleted	2,278

Generated and printed 4 system reports for Staff weeding and inventory projects.

41 DVDs/CDs from our Collection have been cleaned, repaired, and placed back into circulation. 7 books with damaged spines have been repaired; these items have been placed back into our Collection.

I attended a North Expansion Pre-Construction meeting with Louis Morse, L.J. Morse Construction, and Shannon Baird, DLA Architects held here at the library.

Youth Services

February 2019

Submitted by: Lucia Khipple, Youth Services Director

Youth Services spent the month of February getting ready for our biggest program, Dr. Seuss Day.

We continued to deliver storytimes and no-school day programs as well. It takes a tremendous effort from all YS staff as well as Special Services to gear up.

Brooke Cusmano has earned her MS in Library and Information Sciences from the ISchool at the University of Illinois.

Laura Garcia and Brooke Cusmano attended Lincoln Story League at the Mt. Prospect Library.

We sent out 16 teacher bags.